

**REGULAR TERM:**

State of West Virginia, County of Jefferson, to-wit:

At a Regular Term of the County Commission of said County and State continued and held at the Old Charles Town Library meeting room thereof on Thursday, December 17, 2009 beginning at 9:30 o'clock a.m.

**PRESENT:** Dale Manuel; President;  
James Surkamp, Patricia Noland, Lyn Widmyer  
Frances B. Morgan; Commissioners

**In re: PLEDGE OF ALLEGIANCE**  
Commissioner Widmyer conducted the Pledge of Allegiance.

**In re: APPROVAL OF MINUTES**  
Motion by Noland, second by Manuel to dispense with the reading of the Minutes for the meeting held on Thursday, December 10, 2009 and to approve the Minutes as amended. Motion carried.  
Commissioner Morgan noted several corrections to the minutes.  
Commissioner Widmyer requested that the January 7, 2010 agenda include a discussion on the timeframe for preparation of the minutes noting staff is currently preparing minutes on a weekly basis and this is not very much time.

**In re: APPROVAL OF PURCHASE ORDERS**  
Motion by Morgan, second by Manuel to approve the following Purchase Orders for the week of December 3, 2009 totaling \$111,958.04:47868, 47500, 47659, 47660, 47667, 47744, 47679, 46628, 47145, 47167, 47768, 47771, 48001, 48002, 47873, 47870, 47871, 47365, 47439, 47869, 47875, 47876, 47644, 47874. Motion carried.

**In re: APPROVAL OF ACCOUNTS PAYABLE**  
Motion by Noland, second by Morgan to approve the list of accounts payable for December 17, 2009 as presented by the County Clerk. Motion carried.

CK#	DEPT	VENDOR	PO#	PO Amt	Amt wo PO	CK Amount
060415	PAYROLL	AMERICAN FAMILY LIFE ICU		\$0.00	\$5,087.54	\$5,087.54
060416	712	APCO INTERNATIONAL INC	47166	\$582.08	\$0.00	\$582.08
060417	428	ACS GOVERNMENT SYSTEMS	47756	\$301.18	\$0.00	\$301.18
060418	425	COMCAST		\$0.00	\$89.95	\$89.95
060419	424	AT&T/NJ		\$0.00	\$0.41	\$0.41
060420	424	AUTOZONE		\$0.00	\$57.95	\$57.95
060420	700	AUTOZONE		\$0.00	\$63.46	\$63.46
060420	716	AUTOZONE		\$0.00	\$99.96	\$99.96
060421	700	AMERITEL CORP	47702	\$979.00	\$0.00	\$979.00
060422	413	APPLE VALLEY OFF.PRODUCT	47645	\$799.00	\$0.00	\$799.00
060422	413	APPLE VALLEY OFF.PRODUCT	47646	\$34.00	\$0.00	\$34.00
060423	716	BRIGGS WELD & RAD REPAIR	47872	\$6.88	\$0.00	\$6.88
060424	440	REBECCA F. BURNS		\$0.00	\$7.00	\$7.00
060425	701	BATTERY MART	47697	\$23.66	\$0.00	\$23.66
060426	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$72.00	\$72.00

060427	439	B-K OFFICE SUPPLY INC	47364	\$190.00	\$0.00	\$190.00
060428	424	BOLAND SERVICES	47288	\$270.00	\$0.00	\$270.00
060428	425	BOLAND SERVICES	47288	\$871.00	\$0.00	\$871.00
060429	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$49.85	\$49.85
060430	PAYROLL	BUREAU F/CHILD SPRT ENF		\$0.00	\$212.31	\$212.31
060431	PAYROLL	BUREAU OF CHILD SUPPORT		\$0.00	\$576.92	\$576.92
060432	424	CREAMERS AUTO SERVICE	47866	\$113.68	\$0.00	\$113.68
060433	413	CHARLES TOWN COPYING	47663	\$338.58	\$0.00	\$338.58
060434	PAYROLL	CHILD SUPPORT ENFORCE AG		\$0.00	\$27.69	\$27.69
060435	700	CARS/COMPLETE AUTO REPAI	47865	\$741.67	\$0.00	\$741.67
060436	PAYROLL	COLONIAL LIFE		\$0.00	\$1,529.82	\$1,529.82
060437	403	DAYTON LEGAL BLANK	47495	\$361.29	\$0.00	\$361.29
060438	433	ESRI	47902	\$4,725.00	\$0.00	\$4,725.00
060439	439	EXPLORE MAPS	47363	\$64.90	\$0.00	\$64.90
060440	701	EMERGENCY EQUIP	47694	\$1,034.50	\$0.00	\$1,034.50
060441	401	FEDEX		\$0.00	\$24.12	\$24.12
060442	412	FRONTIER		\$0.00	\$421.46	\$421.46
060442	415	FRONTIER		\$0.00	\$339.03	\$339.03
060442	424	FRONTIER		\$0.00	\$16,041.24	\$16,041.24
060442	712	FRONTIER		\$0.00	\$1,166.82	\$1,166.82
060443	700	GALLS,AN ARAMARK CO	47058	\$2,465.40	\$0.00	\$2,465.40
060443	701	GALLS,AN ARAMARK CO	47058	\$355.87	\$0.00	\$355.87
060444	415	GENERAL COUNTY FUND-J FE		\$0.00	\$15,404.95	\$15,404.95
060445	440	ROGER GOODWIN		\$0.00	\$64.90	\$64.90
060446	413	STEPHANIE GROVE		\$0.00	\$8.25	\$8.25
060447	406	GUTTMAN OIL CO		\$0.00	\$63.66	\$63.66
060447	424	GUTTMAN OIL CO		\$0.00	\$890.74	\$890.74
060447	440	GUTTMAN OIL CO		\$0.00	\$388.49	\$388.49
060447	700	GUTTMAN OIL CO		\$0.00	\$7,284.97	\$7,284.97
060447	711	GUTTMAN OIL CO		\$0.00	\$137.35	\$137.35
060447	712	GUTTMAN OIL CO		\$0.00	\$430.78	\$430.78
060447	716	GUTTMAN OIL CO		\$0.00	\$564.54	\$564.54
060448	712	DALE HETHERINGTON		\$0.00	\$120.00	\$120.00
060449	700	I-NATIONAL POLYGRAPH	47059	\$200.00	\$0.00	\$200.00
060450	440	INTERNAT'L CODE COUNCIL	47102	\$100.00	\$0.00	\$100.00
060451	PAYROLL	ING NATIONAL TRUST		\$0.00	\$660.00	\$660.00
060452	413	JEFF CO PUBLIC SER DEPT		\$0.00	\$27.40	\$27.40
060452	425	JEFF CO PUBLIC SER DEPT		\$0.00	\$55.24	\$55.24
060453	700	JEFFERSON CO HEALTH DEPT	47698	\$75.00	\$0.00	\$75.00
060454	402	JEFFERSON PUBLISH CO INC	47758	\$369.00	\$0.00	\$369.00
060454	413	JEFFERSON PUBLISH CO INC	47666	\$121.92	\$0.00	\$121.92
060454	401	JEFFERSON PUBLISH CO INC		\$0.00	\$81.16	\$81.16
060455	413	JEFFERSON UTILITIES INC		\$0.00	\$20.12	\$20.12
060455	425	JEFFERSON UTILITIES INC		\$0.00	\$261.61	\$261.61
060456	712	DR ROBERT JONES		\$0.00	\$1,000.00	\$1,000.00
060457	701	K9 GUARDIAN, INC	47695	\$2,112.00	\$0.00	\$2,112.00
060458	712	KATHRYN KING		\$0.00	\$120.00	\$120.00
060459	700	LAW ENFORCEMENT SYS INC	47700	\$81.00	\$0.00	\$81.00

060460	712	LANGUAGE LINE SERVICES		\$0.00	\$166.15	\$166.15
060461	712	SARAH LANNING		\$0.00	\$120.00	\$120.00
060462	424	HOME DEPOT CREDIT SERVIC		\$0.00	\$69.18	\$69.18
060462	425	HOME DEPOT CREDIT SERVIC		\$0.00	\$29.28	\$29.28
060462	425	HOME DEPOT CREDIT SERVIC		\$0.00	\$101.96	\$101.96
060463	413	JENNIFER S. MAGHAN		\$0.00	\$28.60	\$28.60
060464	405	JENNIFER E. MAY-SANNER		\$0.00	\$42.90	\$42.90
060465	440	MICHAEL MONAGHAN		\$0.00	\$99.00	\$99.00
060466	PAYROLL	MD CHILD SUPPORT		\$0.00	\$18.46	\$18.46
060467	PAYROLL	NATIONWIDE RETIREMENT		\$0.00	\$735.21	\$735.21
060468	425	NICK'S APPLIANCE REPAIR	47864	\$75.00	\$0.00	\$75.00
060469	ALLOC	JEFF CO PARKS &		\$0.00	\$18,842.60	\$18,842.60
060470	402	PIFER OFFICE SUPPLY, INC	47743	\$27.09	\$0.00	\$27.09
060471	403	LAURA RATTENNI	47497	\$92.61	\$0.00	\$92.61
060472	413	SHEP-TOWN CHRONICLE	47664	\$111.32	\$0.00	\$111.32
060473	402	SOFTWARE SYSTEMS, INC	47757	\$245.00	\$0.00	\$245.00
060474	405	SPECIALTY BUS SUPPLIES	47437	\$653.38	\$0.00	\$653.38
060474	978	SPECIALTY BUS SUPPLIES	47437	\$265.57	\$0.00	\$265.57
060475	700	SUPERIOR AUTO BODY	47060	\$4,550.17	\$0.00	\$4,550.17
060476	424	SPRINT		\$0.00	\$91.39	\$91.39
060476	712	SPRINT		\$0.00	\$1,717.66	\$1,717.66
060477	700	DANA SAFETY SUPPLY INC.	47691	\$129.12	\$0.00	\$129.12
060478	424	SHANNON BUSINESS SYS		\$0.00	\$541.82	\$541.82
060479	700	SHI INTERNATIONAL CORP	47699	\$2,755.60	\$0.00	\$2,755.60
060480	424	THOMASSEN FORD MERCURY	47867	\$48.92	\$0.00	\$48.92
060481	PAYROLL	TREASURER OF VIRGINIA		\$0.00	\$161.51	\$161.51
060482	425	HAGEMEYER	47824	\$1,579.08	\$0.00	\$1,579.08
060483	401	TIGER DIRECT	46790	\$259.45	\$0.00	\$259.45
060484	433	URISA/URBAN REG INFO SYS	47901	\$175.00	\$0.00	\$175.00
060485	711	UNITED BANKCARD CENTER	47183	\$984.74	\$0.00	\$984.74
060485	401	UNITED BANKCARD CENTER		\$0.00	\$395.00	\$395.00
060485	402	UNITED BANKCARD CENTER		\$0.00	\$614.12	\$614.12
060485	402	UNITED BANKCARD CENTER		\$0.00	\$29.95	\$29.95
060485	422	UNITED BANKCARD CENTER		\$0.00	\$353.46	\$353.46
060485	422	UNITED BANKCARD CENTER		\$0.00	\$39.97	\$39.97
060485	433	UNITED BANKCARD CENTER		\$0.00	\$94.44	\$94.44
060485	439	UNITED BANKCARD CENTER		\$0.00	\$92.98	\$92.98
060485	440	UNITED BANKCARD CENTER		\$0.00	\$60.00	\$60.00
060485	440	UNITED BANKCARD CENTER		\$0.00	\$50.86	\$50.86
060485	440	UNITED BANKCARD CENTER		\$0.00	\$196.05	\$196.05
060485	440	UNITED BANKCARD CENTER		\$0.00	\$324.75	\$324.75
060485	700	UNITED BANKCARD CENTER		\$0.00	\$31.21	\$31.21
060485	700	UNITED BANKCARD CENTER		\$0.00	\$81.50	\$81.50
060485	700	UNITED BANKCARD CENTER		\$0.00	\$59.45	\$59.45
060485	700	UNITED BANKCARD CENTER		\$0.00	\$491.75	\$491.75
060485	700	UNITED BANKCARD CENTER		\$0.00	\$19.35	\$19.35
060485	711	UNITED BANKCARD CENTER		\$0.00	\$214.79	\$214.79
060485	712	UNITED BANKCARD CENTER		\$0.00	\$165.79	\$165.79

060485	712	UNITED BANKCARD CENTER		\$0.00	\$11.66	\$11.66
060485	712	UNITED BANKCARD CENTER		\$0.00	\$228.58	\$228.58
060485	712	UNITED BANKCARD CENTER		\$0.00	\$178.80	\$178.80
060485	716	UNITED BANKCARD CENTER		\$0.00	\$460.70	\$460.70
060486	425	VALLEY HARDWARE CO	47823	\$26.32	\$0.00	\$26.32
060487	700	VALLEY TWO-WAY, INC	47701	\$1,106.45	\$0.00	\$1,106.45
060487	712	VALLEY TWO-WAY, INC	45503	\$275.00	\$0.00	\$275.00
060487	712	VALLEY TWO-WAY, INC	47129	\$125.00	\$0.00	\$125.00
060487	712	VALLEY TWO-WAY, INC	47766	\$37.50	\$0.00	\$37.50
060488	ALLOC	JEFFERSON CO CONVENTION		\$0.00	\$22,431.66	\$22,431.66
060489	701	VITAL SIGNS	47696	\$295.00	\$0.00	\$295.00
060489	716	VITAL SIGNS	47332	\$250.00	\$0.00	\$250.00
060490	712	WV STATE POLICE ACCT OFC	47774	\$6.50	\$0.00	\$6.50
060491	989	WVU	46942	\$2,179.40	\$0.00	\$2,179.40
060492	701	WEST VIRGINIA UNIFORM-52	47692	\$249.96	\$0.00	\$249.96
060493	424	WALMART BUSINESS		\$0.00	\$5.94	\$5.94
060493	716	WALMART BUSINESS		\$0.00	\$115.97	\$115.97
060494	PAYROLL	WV CPRB/LOAN DIVISION		\$0.00	\$166.50	\$166.50
060495	PAYROLL	WV CPRB/LOAN DIVISION		\$0.00	\$133.20	\$133.20
060496	700	WV SIGNAL & LIGHT, INC.	47693	\$1,073.00	\$0.00	\$1,073.00
060497	712	ADAM WATSON		\$0.00	\$120.00	\$120.00
060498	413	JEAN L ROBERTS		\$0.00	\$6.60	\$6.60
060499	413	JAMES EDDY		\$0.00	\$13.20	\$13.20
060500	413	CHARLES HENRY		\$0.00	\$2.75	\$2.75
060501	413	NANCY JO UPWRIGHT		\$0.00	\$6.60	\$6.60
060501	413	NANCY JO UPWRIGHT		\$0.00	\$12.10	\$12.10
060502	413	NORA DRISH		\$0.00	\$24.75	\$24.75
060503	413	MARY R. RING		\$0.00	\$22.00	\$22.00
060504	413	PAUL WILT		\$0.00	\$15.40	\$15.40
060505	413	VIVIAN HENRY		\$0.00	\$6.60	\$6.60
060506	413	GARY HENRY		\$0.00	\$5.50	\$5.50
060507	413	CATHRYN JACKSON		\$0.00	\$7.70	\$7.70
060508	413	PATRICIA BLEVINS		\$0.00	\$34.10	\$34.10
060509	413	VIRGINIA M. KEENEY		\$0.00	\$24.20	\$24.20
060510	413	ANITA FLESHMAN		\$0.00	\$26.40	\$26.40
060511	413	ROBERT GRAF SR.		\$0.00	\$24.20	\$24.20
060512	413	ELIZABETH COYLE		\$0.00	\$22.00	\$22.00
060513	413	MELINDA MAYE		\$0.00	\$22.00	\$22.00
060514	413	NANCE BRISCOE		\$0.00	\$6.60	\$6.60
060515	413	JEFF BRESEE		\$0.00	\$20.35	\$20.35
060516	413	REBECCA JONES		\$0.00	\$11.00	\$11.00
060517	413	CHRISTINE WOLF		\$0.00	\$14.85	\$14.85
060518	413	DEVON ENGLE		\$0.00	\$19.80	\$19.80
060519	413	DEBRA CORNWELL		\$0.00	\$29.70	\$29.70
060520	413	RONDA LEHMAN		\$0.00	\$24.75	\$24.75
060521	413	DEBORAH LONGO		\$0.00	\$25.85	\$25.85
060522	413	KIM HOTALING		\$0.00	\$18.70	\$18.70
060523	413	LAUREN JONES		\$0.00	\$15.40	\$15.40

060524	413	NANCY SCHAFFER		\$0.00	\$13.75	\$13.75
060525	413	JENNIFER SCHULTZ		\$0.00	\$22.55	\$22.55
<b>TOTAL</b>				<b>\$34,892.79</b>	<b>\$103,885.24</b>	<b>\$138,778.03</b>

**In re: PUBLIC COMMENT**

Lori Robertson, Recorder for the City of Shepherdstown reported on a city grant application for a bike trail in Shepherdstown.

Ms. Robertson requested the County Commission consider allocating \$38,000.00 to complete the trail.

Unanimous consent was given to move this item to an agenda item.

**In re: LORI ROBERTSON – SHEPHERDSTOWN BIKE TRAIL**

Lori Robertson, Recorder for the City of Shepherdstown requested time on the January 7, 2010 agenda to bring forth a formal presentation of the Bike Trail and request for funds.

**In re: PUBLIC COMMENT - CONTINUED**

Ed Burns, Chairman of Citizens for a Better Government requested postponement of the Adoption of Subdivision and Land Development Regulation Amendments proposed in October 2008 until it has been brought back before the public since it has been over a year ago that changes were made.

Mark Schiavone, Coordinator of Capital Planning and Management reported that the JUI Mountain Water study website is up and running. The web address is [jui-psdmountainwaterproject.com](http://jui-psdmountainwaterproject.com)

**In re: CERTIFICATION OF TABLE GAMES ELECTION RESULTS**

Motion by Noland, second by Morgan to approve certification of the Table Games Referendum results as provided by the County Clerk. Motion carried.

**In re: BONDING AND ACTIVITY REPORT REQUEST EXTENSION TO THE BONDING AGREEMENT FOR THE PRESERVE AT BARLEYWOOD – WILLIAM H. GORDON ASSOCIATES, INC. – DRAFT AMENDMENT TO THE BONDING POLICY**

Upon recommendation from Roger Goodwin, Chief County Engineer the Commission voted on the following bonding:

Motion by Morgan, second by Manuel to approve the complete release of a letter of credit for Michael M. Johnson – Blue Ridge Mini Storage, Building II in the amount of \$9,470.00. Motion carried.

Motion by Morgan, second by Manuel to approve the complete release of a letter of credit for Michael M. Johnson – Blue Ridge Storage, Building III in the amount of \$35,182.00. Motion Carried.

Motion by Manuel, second by Noland to approve the partial release of a letter of credit for George R. and Eda Enos – Anglers Ridge Subdivision in the amount of \$13,645.00, with the County to retain \$7,108.00. Motion carried.

Motion by Morgan, second by Widmyer to approve the partial release of a letter of credit for Bakerton Fire Department, Inc – Bakerton Fire Department in the amount of \$5,148.00, with the County to retain \$16,988.00. Motion carried.

**In re: ADOPTION OF SUBDIVISION AND LAND DEVELOPMENT REGULATIONS AMENDMENTS PROPOSED IN OCTOBER 2008 - WILLIAM H. GORDON ASSOCIATES, INC. – DRAFT AMENDMENT TO THE BONDING POLICY**

Larry Rosenberg of William H. Gordon Associates, Inc. requested the Commission consider adopting amendments to the Bonding Policy. These amendments would provide developers of platted subdivisions an alternative approach to assuring amenities are completed.

Mr. Goodwin reported on the Bonding Committee’s review of the Bonding Policy.

By unanimous consent of the Commissioners, Kirk Davis, Sr. was added to the Bonding

Committee.

Jennifer Brockman, Planning & Zoning Director shared her opinions on the language and the effects the Bonding Policy would have on the public.

Ms. Brockman reported on the minor changes to the Subdivision and Land Development Regulations Amendments proposed in October 2008.

Unanimous decision to rollover action on the Subdivision and Land Development Regulations Amendments until after first of the year was given

Ms. Brockman reported on Dalb, Inc. pending expansion project, noting staff was working with them to expand their operations.

**In re: REQUEST EXTENSION TO THE BONDING AGREEMENT FOR THE PRESERVE AT BARLEYWOOD**

Motion by Manuel, second by Morgan to grant an extension to the Bonding Agreement for the Preserve at Barleywood, based upon recommendation from Roger Goodwin, Chief County Engineer. Motion carried.

**In re: WALTER WASHINGTON COUNSEL FOR HOME HILL CORPORATION – RELEASE OF REMAINING BALANCE OF BOND FOR NORTH HILL SUBDIVISION**

Walter Washington, Counsel for Home Hill Subdivision reported on the need for an extension of the Construction Bond.

Motion by Morgan, second by Noland to approve a six month extension of the Construction Bond for the Home Hill Corporation, as recommended by staff. Motion carried.

**In re: ED DUNLEAVY – SHEPHERDSTOWN BATTLEFIELD PRESERVATION ASSOCIATION, INC. – REQUEST APPROVAL OF A 2010 TRANSPORTATION ENHANCEMENT GRANT APPLICATION**

Ed Dunleavy, President of Shepherdstown Battlefield Preservation Association Inc. reported on the application of the 2010 Transportation Enhancement Grant in the amount of \$250,000.

Motion by Morgan, second by Manuel to approve an application for a Transportation Enhancement Grant and authorize signature of the President. Motion carried 4-1. Commissioner Noland voted no.

Commissioner Widmyer noted that she would like to thank Mr. Dunleavy for his years of service on the Planning Commission.

**In re: STEPHANIE GROVE – LEGAL UPDATE AND REPORT**

Stephanie Grove, Assistant Prosecuting Attorney distributed her to do list, which included preparation of court briefs and that she is working on reviewing documents for Farmland Protection.

Ms. Grove reported on a pending issue with the Development Authority and a water bottling plant, named Haji that wants to open in the industrial park. The company wants to drill a well and sell the bottled water.

Commission members expressed concerns with environmental issues.

Thomas Bayuzik, Development Authority Director, appeared before the Commission to report on the additional jobs Haji would provide the county and about the income for renting space in the Industrial Park.

Amy Jones, Director of the Jefferson County Health Department reported that the Jefferson County Health Department Board voted 5-0 against the proposal.

**The Commission took a 15-minute break at 11:10 a.m.**

**In re: JENNIFER S. MAGHAN - COUNTY CLERK'S REPORT**

Jennifer S. Maghan, County Clerk reported on the final election results from the Table Games Referendum. The results were 6,338 yes votes and 4,377 no votes.

Ms. Maghan presented a BB&T Reduction of Collateral Letter to the Commission for their review and approval.

Motion by Morgan, second by Noland to authorize the president's signature on the BB&T release of collateral letter as presented by the County Clerk. Motion carried.

**In re: LEGISLATIVE ISSUES**

Commissioner Manuel reported that the delegation will be present on January 7, 2010 at 1:30 p.m.

Commissioner Manuel reported that a delegation from Culture and History will be coming January 7, 2010 at 1:30 p.m. with a display regarding the delineation of the Virginia/West Virginia line.

**In re: KIRK DAVIS, SR., CAPITAL PROJECTS MANAGER – GRANT UPDATES – APPROVAL OF RFP'S – DISCUSSION/ACTION – HVAC – HISTORIC COURTHOUSE – HISTORIC COURTHOUSE EXTERIOR**

Kirk Davis, Sr., Capital Project Manager reported on grant transfer of State Criminal Alien Assistance Program funds for the Sheriff's Department training.

Mr. Davis reported on the Energy Grants.

Mr. Davis requested a release of the RFP for the HVAC system.

Motion by Morgan, seconded by Noland to release the RFP on the HVAC systems subject to legal review. Motion carried.

Mr. Davis reported on the Historic Courthouse Grant.

Motion by Manuel, second by Noland to continue to move forward with the RFP for the Historic Structures Report for the Courthouse. Motion carried.

Mr. Davis reported on the Chesapeake Bay Settlement Control Grants that are available.

Commissioner Widmyer stated she would like to see Mr. Goodwin and Mr. Davis work together on this grant application.

Mr. Davis reported on the approval Shepherdstown Battlefield Extension and the alternative site.

Motion by Morgan, second by Manuel to bring the matter of the RFP for the Jefferson County Parks and Recreation back before the Commission. Motion Carried.

Motion by Morgan, second by Noland to authorize Mr. Davis to work with the Jefferson County Parks and Recreation Commission and Staff to develop an RFP for the potential acquisition and negotiations of the Cement Mill property for Parks and Recreation purposes. Motion carried.

Mr. Davis reported on the possibility of adding 5,000 to 6,000sq ft of storage space.

Mr. Davis reported on the possibility of having the John Brown Museum on the 1<sup>st</sup> floor of the Courthouse.

Mr. Davis reported on the Economic Recovery Bonds.

**In re: JEFFERSON COUNTY HEALTH DEPARTMENT – REQUEST FOR CHRISTMAS BONUSES FOR HEALTH DEPARTMENT EMPLOYEES**

Commissioner Morgan stated she would like to extend a bonus to all employees who did not receive longevity pay.

Amy Jones, Director of the Jefferson County Health Department requested that the Health Department employees receive a bonus from the County.

Commissioner Noland noted that the Health Department is not operated by the County and that they are not County employees.

Unanimous consent to defer action until legal counsel, finance department and staff can analyze the budget impacts.

**In re: MARK SCHIAVONE – BUDGET UPDATES**

Mark Schiavone, Coordinator of Capital Planning and Management reported on the revenues and expenditures for 2009 verses 2008.

**In re: JEFFERSON COUNTY COMPENSATION AND CLASSIFICATION STUDY – LONGEVITY FOR PART-TIME EMPLOYEES**

Motion by Widmyer, second by Morgan to approve the part-time longevity pay based on the criteria of working more than one-quarter time in the past 2 years at a rate of \$100.00 per year of service as recommended by staff. Motion passed 4-1. Commissioner Surkamp voted no.

**In re: AGENDA FOR COUNCIL OF GOVERNMENTS MEETING – JANUARY 27, 2010**

Commissioner Morgan, will not be attending the meeting as she is scheduled to be in Romney. Commissioner Widmyer stated she would like to see greater definition of the group. Commissioner Surkamp suggested the topics on Urban Growth Boundaries and the Census. Commissioner Widmyer would like to discuss the Hagerstown Eastern Panhandle Metropolitan Planning Organization long range transportation study.

Commissioner Manuel reported on the opening of dual lanes on Route 340 to Route 7.

Commissioner Manuel reported that he would like to discuss the cooperative efforts with Jefferson County Parks and Recreation.

Commissioner Surkamp reported he would like to have Lori Robertson to discuss the Bike Trail.

Commissioner Widmyer suggested a name change to Jefferson County Roundtable.

**In re: DEBBIE ROYALTY – REQUEST FOR USE OF COUNTY MEETING ROOM FOR PATH MEETINGS**

Motion by Surkamp, second by Manuel to approve the use of the County Meeting room for PATH meetings. Motion carried.

Commissioner Noland expressed concerns about outside agencies using the meeting room and the liability to the county in the event of injuries or accident during those meetings and that those agencies are required to sign an agreement releasing the county of any liability prior to using the meeting room.

**In re: ESTABLISH POLICY GUIDELINES FOR AGENCIES THAT REQUEST FUNDING FROM THE COUNTY COMMISSION DURING THE BUDGET HEARINGS FOR FISCAL YEAR 2011 AND THEREAFTER**

Commissioner Noland reported that she contacted other racetrack counties to determine what guidelines they use to fund outside agencies and requested that this commission establish similar guidelines prior to 2010 budget deliberations.

The Commission asked that Mark Schiavone would send emails and letters to all outside agencies requesting funds which will include a draft of the criteria that will possibly be used in the budget process.

**In re: JEFFERSON COUNTY HEALTH DEPARTMENT – REQUEST FOR CHRISTMAS BONUSES FOR HEALTH DEPARTMENT EMPLOYEES – CONTINUED**

Mark Schiavone, Coordinator of Capital Planning and Management reported that Sally Gran, Payroll officer is out today and will return on Friday.

Motion by Widmyer, second by Noland to retain \$27,000.00 in the Salary Equity Account and to discuss its distribution after January 7, 2010. Motion carried.

**In re: COMMENDATION FOR BOY SCOUT ERIC J**

Commissioner Manuel commended Boy Scout Erik J for his thoughtful letter on the Table Games Referendum.

**In re: COUNTY ADMINISTRATOR REPORTS**

Sandy Slusher McDonald, Interim County Administrator reported that two invitations for the Citizen's and Independent Fire Company's have been received.

Ms. McDonald reported on the Grant for Conservation.

Commissioner Surkamp thanked Ms. McDonald for helping during this transition.

**In re: COUNTY COMMISSION REPORTS**

Commissioner Noland reported that that Farmers Market Committee meeting was postponed.  
Commissioner Noland reported that she enjoyed the Holiday Party and thanked staff for their efforts.

Commissioner Noland reported that information regarding stimulus funding for the Partnership for Affordable Housing is forthcoming.

Commissioner Widmyer thanked staff for a nice Holiday Party.

Commissioner Widmyer reported she attended a meeting on long range transportation plan.

Commissioner Widmyer reported that she completed the Jingle Bell 2 mile run.

Commissioner Widmyer reported on the Hite Road ball field plan.

Commissioner Widmyer reported on the commemoration of the hanging of four of John Brown's conspirators' and that there will be one more hanging in March 2010.

Commissioner Manuel reported on a Safety and Security meeting.

Commissioner Manuel reported on the status of hiring a new director with Emergency Services.

Commissioner Manuel reported on the Jefferson County Council on Aging.

Commissioner Surkamp reported on the Board of Health meeting.

Commissioner Surkamp reported on the meeting with the PSD and Glen Haven residents on the capacity of water.

Commissioner Surkamp reported on the African American History meeting.

**The Commission received the following information:**

Reminder that County offices will be closed December 24<sup>th</sup>, December 25<sup>th</sup> will close at noon on December 31<sup>st</sup> and closed on January 1<sup>st</sup>, 2010.

Reminder the Commission will not meet on Thursday, December 24<sup>th</sup> and Thursday, December 31<sup>st</sup>.

Memorandum received from Roger Goodwin concerning bonding for Cambridge Manufactured Home Development.

Memorandum received from the Department of Capital Planning and Management concerning the closure of their office on December 22, 2009, from 12:00 p.m. to 2:00 p.m.

Animal Control report received for November 2009.

Copy of correspondence sent to Jeffrey Polczynski from Nikki Painter recognizing the addressing office for their assistance with voter registration records.

Correspondence received from FEMA concerning the Flood Plain Management Ordinance.

Correspondence received from the Kanawha County Commission concerning mammograms and cervical cancer testing for women.

Information received from the County Commissioners' Association concerning the legislative association meeting and education training on January 31, 2010 - February 2, 2010.

Correspondence received from Comcast concerning rate changes.

E-911 fees received.

West Virginia Ethics Reporter received for November 2009.

Potomac Valley Audubon Society newsletter received.

Weekly settlement report for the Charles Town Races received from the West Virginia Lottery.

Copy of a newspaper article concerning tax legislation received from the Association of Counties.

Miscellaneous

**The Commission received the following correspondence:**

Correspondence received from James A. Walker concerning the mountain water system replacement project.

Correspondence received from Anthony L. Hose concerning the Water Advisory Committee meeting.

Correspondence received from Gil N. Garcia concerning the addition of a staff person to the Planning Department.

Upon rising the Commission recessed until Thursday morning next beginning at 9:30 o'clock a.m.

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PRESIDENT